

Statutory

St. John's Church of England Voluntary Aided Primary School

Health and Safety Policy and Procedure



Ratification Date:	February 2018	Headteacher: Chair of Governors:	Mr Lyndon Strong Mr Barry Rowsell
Reviewed:	April 2024	Headteacher: Chair of Governors:	Mrs Carolyn Wilkinson Mrs Jean Watson

PURPOSE

The purpose of this written health and safety policy is to ensure there is a plan for how health and safety is managed and organised, and to ensure that employees are aware of all their responsibilities and the arrangements in place to ensure safe levels of health and safety. This policy is based on the Hampshire County Council Guidance Notes: CS/H&SPT/GUIDANCE/11.09/V2.0

At St John's C of E Primary School we adhere to the legal requirement to have a health and safety policy in place which is:

- Reviewed and updated periodically and as necessary – not to exceed 3-yearly intervals
- Signed and dated by the responsible manager/headteacher
- Made readily available and periodically sighted by all members of staff
- A key part of the health and safety induction process for all new members of staff as Recommended,

We ensure that our health and safety policy is:

- Approved by our governing body
- Permanently displayed on our Health & Safety notice board

1. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

2. Organisation

2.1 Employer Responsibility

The overall responsibility for health and safety at St John's Gosport C of E Primary School is held by Hampshire County Council who will:

- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangements

2.2 Responsible Manager

The responsible manager for the premises is the Headteacher who will act to:

- Develop a safety culture throughout the school and premises
- Consult staff and provide information, training and instruction so that staff are able to perform their various tasks safely and effectively
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are carried out
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure staff are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor and periodically review all local safety policies and procedures

2.3 All Staff (including volunteers)

All staff have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school and premises health and safety arrangements
- Ensuring their own work area remains safe at all times
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person (DAVE BATES)
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences or near-misses
- Not acting or omitting to act in any way that may

The responsibility of applying local safety procedures on a day-to-day basis rests with the teachers, supervisors and staff. Where any new process or operation is introduced in the area of their responsibility, they are to liaise appropriately so that the associated risks are assessed and any precautions deemed necessary are implemented. They are to ensure that all new members of staff under their control are instructed in their own individual responsibilities with regards to health and safety, and they will appropriately monitor those new staff. They are to make periodic inspections of their areas of responsibility, taking prompt remedial action where necessary to control risk.

2.4 Business Manager

The School Business Manager will be trained in all areas of Health and Safety and is responsible for monitoring and reviewing all health and safety duties, policies and procedures, including:

- Monthly/half termly checks of all health and safety documentation and procedures carried out within that period
- Accompanying the Site Manager and Headteacher, at least once a term on site inspections
- Attend regular Health & Safety committee meetings
- Report to governors about all Health & Safety related matters
- Recording all reportable incidents via the Health and Safety portal, including violent incidents and near misses.

2.5 Site Manager

The Site Manager is responsible for undertaking a wide range of typical health and safety related duties on behalf of, and under the direction of the responsible manager. These to include:

- Preparing health and safety strategies and developing internal policy.
- Carrying out risk assessments and considering how risks could be reduced.
- Outlining safe operational procedures which identify and take account of all relevant hazards.
- Carrying out regular site inspections to check policies and procedures are being properly implemented, and also at least monthly with the Headteacher/SBM.
- Planning practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices;
- Attending safety committee meetings;
- Negotiating with the Headteacher/Governing Body and school staff to try to eliminate any conflict between work and safety considerations;
- Making changes to working practices that are safe and comply with legislation.
- Leading in-house training with the Headteacher and school staff about health and safety issues and risks and maintain statutory training records.
- Keeping records of inspections findings and producing reports suggesting improvements.
- Keeping records of incidents and accidents and producing statistics for managers;
- Keeping up to date with new legislation

- Liaising with officials from the regulatory authorities to ensure the organisation is compliant with mandatory regulations.
- Carrying out fire drills and evacuation drills.
- Maintain Fire Manual, including required weekly/monthly tests.
- Ensuring the safe installation of equipment.
- Managing hazardous substances and the disposal of chemicals.
- Completion and maintenance of the Legionella Log.

The Site Manager is to work within the parameters of any provided training and in accordance with risk assessments and the on-site safe working practices. They will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the responsible manager. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

The Site Manager will report to the Headteacher and H&S Governor. The Site Manager will produce a regular report for FGB meetings.

2.6 Governors

The Governing Body will:

- Ensure that health and safety has a high profile.
- Ensure adequate resources for health and safety are made available.
- Monitor and review health and safety arrangements.
- Take part in the regular monthly H&S inspection regime every 3 months (quarterly).

2.7 Health and Safety Check

The purpose of the H&S check is to assist in the assessment and monitoring of safety related matters and provide appropriate support to the Headteacher. The H&S governor representative and site manager meets every term to monitor and discuss on-site health and safety performance, and recommend any actions necessary should this performance appear or prove to be unsatisfactory. The H&S check is included as part of the agenda of the Governors FGB Meetings. Minutes will be published and posted for all to see and as soon as practical after a meeting and discussed at the monthly FGB Meeting, or as appropriate.

2.8 Fire Safety Co-ordinator

The Site Manager is the fire safety co-ordinator who is the competent person for fire safety on the premises and acts on behalf of the Headteacher. In their absence, the School Business Manager, is to cover as fire safety co-ordinator. They are both to attend the fire safety co-ordinator training course and refresh this training every three years. The fire safety co-ordinator is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The fire safety co-ordinator is to work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

2.9 Facilities Management Trained Staff

The Site Manager, is the facility management trained member of staff and will be the competent person for the overall management of general premises facilities and acts on behalf of the Headteacher. They will attend the facilities management training course and will refresh this training every six years. They are responsible for the local management of day-to-day premises matters and duties. They work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

2.10 Health & Safety Governor

Paul Jackson is the premises Health and Safety Governor and will represent the staff and pupils with regard to their health and safety on site. He will:

- Ensure that health and safety has a high profile.
- Ensure adequate resources for health and safety are made available.
- Consult staff regarding suitable health and safety training opportunities.
- Monitor and review health and safety arrangements, including signing relevant records to show monitoring has taken place.
- Report to the Full Governing Body on H&S related matters.

2.11 Senior Managers and Senior Leaders

Senior Managers and Senior Leaders are responsible for the day-to-day local management of health and safety within their own key stages and/or areas, acting on behalf of the Headteacher. They will ensure that staff are provided with adequate safety information and they will manage all integral and specific risks relating to the area's functions. They will ensure the area complies with overall school policies and procedures; that all activities are periodically risk assessed, periodic inspections are carried out, and necessary controls are implemented.

2.12 Legionella Competent Person

The Site Manager is the nominated competent person for Legionella on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely. They are to annually complete the Legionella e-learning course and all training records are to be retained.

The Legionella competent person will ensure that all periodic and exceptional recording, flushing, cleaning and general Legionella management tasks are correctly completed and recorded in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to Legionella which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

2.13 Asbestos Nominated Responsible Person

The Headteacher is the Responsible Manager for asbestos on the premises.

The Site Manager is the nominated competent person for asbestos on the premises and acts on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.

The asbestos competent person will ensure that all staff have a reasonable awareness of asbestos management and dangers. They are to ensure that the appropriate staff are competent in the use of the asbestos register and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the responsible manager/headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users. They are to work within their level of competence and seek appropriate guidance and direction from the responsible manager/headteacher and/or the Children's Services Health & Safety Team as required.

2.14 Accident Investigator

The on-site trained accident investigator is the School Business Manager who will lead on all accident investigations in accordance with departmental and corporate procedures.

2.15 H&S Diary Manager

The H&S diary will be managed on a daily basis by the Site Manager. Completion will be overviewed and monitored by the Business Manager.

2.16 First Aid Lead

First Aid and First Aiders will be managed by the School Business Manager. The Manager of the Administration of Medicines is responsible for the administration of medicines. The First Aid Lead for the Breakfast Club is the Breakfast Club Manager.

2.17 After School Club Management

The After School Club is run by 'Alverstoke Community Breakfast/After School and Holiday Club,' an external company.

2.18 Kitchens

The running of the school kitchens is contracted out to HC3S, the manager responsible for the running of the kitchens is the Head Chef appointed by HC3S.

2.19 Personal Emergency Evacuation Plan (PEEP) Manager

The person who produces PEEPs for any children who require them is the school SENCO. These must be written at the start of every Autumn term and annually thereafter or whenever there is a change in circumstance/location of the relevant child. The production of PEEPs will be monitored by the Site Manager, in their role as Fire Safety Coordinator. PEEPs for any adult staff or volunteers will be written by the Site Manager and the Business Manager.

2.20 Risk Assessment and COSHH Risk Assessment

The trained risk assessor and COSHH risk assessor on site is the Site Manager, who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments will be countersigned by the Headteacher.

2.21 Stress Management

The person responsible for assessing and managing stress is the Headteacher.

2.22 Educational Visit Co-ordinator

The Educational Visit Lead is listed in appendix H.

3. Arrangements

The following arrangements for health and safety set out all the health and safety provisions for St John's Gosport C of E Primary School and are to be used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and staff to act and do everything possible to prevent injury and ill-health to others. This will be achieved in so far as is reasonably practicable, by the implementation of these arrangements and procedures.

3.1 Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is carried out in accordance with the corporate policy requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to children are to be reported and recorded on the HCC Accident/incident reporting form online.

A copy of the completed form is then automatically sent to Children's Services Health & Safety Team by the person reporting the incident and the manager will receive a request to carry out an investigation and a link to record this on. The purpose and intended outcome of the investigation is to identify the immediate and underlying causes of the accident so as to be able to implement appropriate measures to prevent reoccurrence.

Minor accidents to pupils are to be recorded in the Minor Accident Book located in the School Office and in the Early Years Foundation Stage area.

Near Misses and Hazardous Occurrences are to be recorded in the Near Miss log located in the School Office. The Near Miss log will be monitored at each H&S group meeting for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

The Headteacher will ensure that the governing body and senior management is appropriately informed of all incidents of a serious nature. All accident/incident reports will be monitored to the Health & Safety Group for trend analysis in order that repetitive causal factors may be identified to prevent reoccurrences.

Extended service users must report all incidents related to unsafe premises or equipment to the Facilities Management Trained Staff, who will appropriately report and investigate each incident.

Contractors working in the school must inform either the Site Manager or the School Business Manager, of any accidents or near misses that occur.

3.2 Asbestos Management

Asbestos management on site is controlled by the Nominated Responsible Person who is the Site Manager. The asbestos register as issued by the Asbestos Team is located at the School Reception and is to be shown to all contractors who may need to carry out work on site. Contractors must sign the register as evidence of sighting prior to being permitted to commence any work on site.

The Responsible Manager and the Nominated Responsible Person must complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these must be retained with the asbestos register.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must staff drill or affix anything to walls that may disturb materials without first checking the register and/or obtaining approval from the nominated responsible person.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the responsible manager/headteacher and/or the asbestos nominated responsible person who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building should be immediately stopped from working and immediately reported to the responsible manager/headteacher and/or asbestos competent person.

3.3 Extended Services

The Site Manager will ensure that:

- Third parties and other extended service users complete hire agreements before they are allowed to use any school facilities.
- Third party liability insurance is in place and a valid copy of the certificate held by the school.
- DBS certificates for all third party adults have been viewed and recorded by the school.
- A risk assessment for the activity is completed by the school. Copies of third party risk assessments should be obtained if they are available.
- The premises is safe for use and is always inspected prior to, and after each use.
- Means of general access and egress are safe for use by all users
- All third party equipment is safe for use (eg. PAT tested). Third parties will not be allowed to use school equipment.
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures by way of the use of the Supply Teacher Safety Induction and a verbal briefing.

3.4 Contractors on Site

Where contractors are selected for use then appropriate safe selection procedures are to be used to ascertain competence prior to engaging their services. The departmental CSAF-013 Safe Selection of Contractors Checklist is to be used as guidance to determine competence of contractors who will require adequate risk assessments to demonstrate their safe working practices for specific work being undertaken. Records of Liability Insurances, H&S Policy, Risk Assessments and Method Statements (RAMS) and any other relevant certifications (including DBS where necessary) must be seen and kept prior to any work taking place.

All contractors must report to the school reception where they will be asked to sign in on the electronic system and sign the asbestos register, and will be given a copy of the local written Contractor Induction Brief and all relevant details of fire safety procedures & local safety arrangements. They will sign the Induction Brief Log to confirm receipt of this information.

The Site Manager is responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

3.5 Curriculum Activities

All safety management and risk assessments for curriculum based activities will be carried out and completed by the relevant Subject Leaders and Phase Leaders, in consultation with the Site Manager if required, using the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council. Subject Leaders and the appropriate teachers will be responsible for local risk management and ensuring that maintenance of equipment and premises in their areas of the curriculum are managed safely following the appropriate guidance.

3.6 Display Screen Equipment

All users must complete the display screen equipment e-learning course every year without exception. Users will include: all management, all office staff, all teachers. The Site Manager will be responsible for informing all users when to complete this course. All users must carry out periodic workstation assessments using the HCC Corporate Workstation Assessment Form. Workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding two years.

3.7 Electrical Equipment

The Site Manager will ensure that:

- Only authorised and competent persons are permitted to install or repair equipment
- Where 13-amp sockets are in use, only one plug per socket is permitted
- Equipment is not to be used if found to be defective in any way
- Protective outer sleeves of electrical cables are to be firmly secured within the plug. Where the outer sleeve is not secure within the plug and a wire is visible, a qualified person is to be contacted to rewire the plug correctly.
- Defective equipment is to be reported & immediately taken out of use until repaired
- All portable electrical equipment will be inspected/tested annually
- Fixed electrical equipment will be inspected/tested as required (usually every 3 years)
- Equipment testing/inspection can only be carried out by a competent person.
- The competent/approved company to be used is Emcor.
- Private electrical equipment is not to be brought onto the premises or used unless its use is approved by management. For further details please see the Electrical Appliance Procedure.
- New equipment must be advised to the Site Manager in order that it can be added to future PAT testing schedules
- Children are never to operate electrical apparatus, or transport electrical apparatus in anyway unless directly supervised by an adult.

Any defective or suspected defective equipment, systems of work, fittings etc must be reported to the Site Manager and attended to as soon as possible.

3.8 Emergency Procedures

General emergency evacuation for non-fire related emergencies is to be carried out in accordance with the school emergency evacuation plans. The school has a fire emergency plan for fire related emergencies and an emergency evacuation plan for all non-fire emergencies.

All staff will receive a brief of the emergency evacuation plan at induction, and they will be periodically provided with updated information as the emergency evacuation plan is routinely reviewed and amendments are introduced.

All staff will receive a brief of the Lockdown Procedure at induction and annually during the H&S refresher. The Lockdown Procedure will be on display on the H&S noticeboard which is situated in the staff room.

Personal Emergency Evacuation Plans (PEEPS) are to be completed, provided and exercised for any vulnerable persons to be able to ensure safe, assisted evacuation in the event of an emergency incident. For pupils, these will be completed by the Site Manager/SENCO/First Aid Lead, signed by the relevant teachers and teaching assistants and copies filed in the Fire Manual. PEEPS are to be reviewed/rewritten at the beginning of every school year (September) and at any change in circumstance or location of the pupil. The completion of PEEPS is to be monitored by the Fire Safety Co-ordinator as part of the maintenance of the Fire Manual.

3.9 Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related enquiries on site.

The Headteacher will ensure through the fire safety co-ordinator that:

- All staff complete the mandatory *fire safety induction e-learning course* every year
- Fire safety procedures are readily available for all staff to read
- Fire safety information is provided to all staff at induction and periodically thereafter
- Fire safety notices are posted in the key areas of the building close to the fire points
- Evacuation routes and assembly points are clearly identified
- Staff are aware of their own responsibilities for knowing the location of fire points and fire exits. They should also know the location of the assembly point in the event of fire
- All staff are familiar with the flammable potential of materials and substances that they use and exercise maximum care in their use, especially with those marked *flammable*
- Fire evacuation procedures, fire safety training and fire alarm testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire risk assessment is reviewed annually by the Fire Safety Co-ordinator, School Business Manager and Health & Safety Governor and amended as new hazards or required amendments are identified

3.10 First Aid

Arrangements regarding first aid provision are set out in the First Aid Policy. The names and locations of the first aid trained staff on site are listed in this policy and also clearly signposted around the school.

First aid is never to be administered by anyone except first aid trained staff with in-date training certification, operating within the parameters of their training.

3.11 Defibrillator

The school has two automated external defibrillators (AED) on site which can be readily used by untrained bystanders. These are located in the school office.

3.12 General Equipment

All general equipment requiring statutory inspection and/or testing on site will be inspected by appropriate competent contractors as provided by the term contractor under PBRS arrangements, or as locally arranged.

Equipment is not to be used if found to be defective in any way. Defective equipment is to be reported to the Site Manager (or in their absence the Business Manager) and immediately taken out of use until repairs can be carried out.

3.13 Good Housekeeping

Tidiness, cleanliness and efficiency are essential factors in the promotion of good health and safety. The following conditions are to be adhered to at all times:

- All corridors and passageways are kept free from obstruction
- Shelves in storerooms and cupboards are stacked neatly and not overloaded
- Floors are kept clean and dry, and free from slip and trip hazards
- Emergency exits and fire doors are not obstructed in any way
- Supplies are stored safely in their correct locations
- Rubbish and litter are cleaned and removed at the end of each working day
- Poor housekeeping or hygiene conditions are immediately reported

3.14 Hazardous Substances

Hazardous substances, materials, chemicals and cleaning liquids are not permitted to be used or brought into use on site unless a documented COSHH assessment has been undertaken by the trained COSHH assessor and the product has been approved for safe use on site by the Headteacher. The premises COSHH assessor acting on behalf of the Headteacher is the Site Manager.

When using a harmful substance, whether it is a material, cleaning fluid or chemical substance, staff must ensure that adequate precautions are taken to prevent ill-health in accordance with the COSHH assessment completed for that hazardous substance. Staff must never attempt to use a harmful substance unless adequately trained to do so, and then only when using the safe working practices and protective equipment identified in the COSHH assessment.

All hazardous substances are to be stored in the secure and signed storage when not in use which is usually in the Cleaning Cupboard and Site Manager's Office for these premises. These are to remain locked at all times. In certain circumstances some hazardous substances may need to be kept at the point of use – in these cases they must be kept in locked cupboards or areas where children do not have access.

3.15 Inspections and Monitoring

Daily monitoring of the premises, through working routines and staff awareness, is expected to identify general safety concerns and issues which should be immediately recorded in the premises defect book and reported to the Site Manager

Daily monitoring and inspections of individual departments will be carried out by the Learning Leaders and/or classroom teachers as nominated by the Senior Leadership Team.

Routine documented inspections of the premises will be carried out every month in accordance with the premises monthly inspection schedule by the Site Manager. Every quarter the Site Manager will be accompanied on the monthly inspection by a Governor on a rota basis. Inspection findings are to be recorded on the locally adapted Monthly Premises Safety Inspection Checklist.

The School Business Manager will undertake monthly monitoring of all H&S inspections and procedures, signing the log in the relevant file.

The Health & Safety Governor and Headteacher will also undertake termly monitoring of all H&S inspections and procedures, signing the log in the relevant file.

Defects identified during these routine documented inspections are to be immediately reported to the Headteacher and recorded in the defect (maintenance) book. Any identified high level risks or safety management concerns are to be actioned at the next H&S Committee by which safety concerns will be addressed.

It is the school's responsibility that the termly HCC H&S web monitoring form is completed and this is done by the Site Manager. This monitoring form will focus on different areas each term and is an integral part of the School and CSHST monitoring programmes.

3.16 Kitchens

The main kitchen area is only to be used by authorised staff in accordance with the identified safe working procedures. Authority and procedures for local management of the main kitchen is the HeadChef, HC3S. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Staff who are involved in food handling (Breakfast Club and Food Tech with the children) must have read and signed the Food Hygiene Induction Sheet.

The Site Manager is authorised to access the main kitchen in order to complete certain H&S procedures/checks (including fire manual checks, legionella checks, inspections etc.) and also for general maintenance purposes.

There are also kitchens in the Staff Room and adjacent to the Meeting Room, these are for staff use only and are not to be used by children.

3.17 Legionella Management

Legionella management on site is controlled by the Legionella competent person who is the Site Manager, who will manage and undertake all procedures regarding Legionella in accordance with Hampshire County Council policy and guidance. Records of all related training, flushing, temperature monitoring, cleaning and defects are to be retained for auditing purposes in the Legionella Log Book. Also in the log book will be the written schedule and risk assessment.

3.18 Lone Working

All lone working is to be approved by the Headteacher and is to be carried out in accordance with the premises lone working risk assessment and the local lone working assessment record.

3.19 Home Visits

All home visits undertaken by staff must be approved by the Headteacher and are carried out in accordance with the premises home visits risk assessment and the local lone working assessment record. In addition the following procedures must be followed:

- Staff must complete the Home Visit log in the school office before the visit.
- No visit to go beyond 6pm.
- No staff to make visits on their own.
- Staff must take a fully charged and switched on mobile phone, the number of which is entered in the Home Visit log.
- Staff must take the personal attack alarms that are kept with the Home Visit log.

3.20 Minibuses

All minibus drivers must have completed MIDAS training prior to being permitted to drive minibuses which must be arranged with the Site Manager who is a qualified trainer.

3.21 Moving and Handling

All staff must complete the *moving and handling e-learning course* every year without exception. Staff are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment or children unless they have attended specific moving and handling training and/or have been provided with mechanical aids in order to work safely.

Any significant moving and handling tasks are to be specifically risk assessed in order that training requirements and mechanical aids can be accurately determined to ensure that the task is carried out safely. The Site Manager is expected to undertake regular physical work which would typically include significant moving and handling, so therefore he must attend a formal moving and handling course specific to the work requirements every three years.

Also, due to their duties, the cleaning staff are to attend a formal moving and handling course every three years.

3.22 Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Outdoor Education Service's procedures and guidance.

3.23 Physical Intervention

Arrangements regarding physical intervention are set out in the Physical Intervention Policy.

3.24 Provision of Information

The Headteacher will ensure that information systems are established so that staff are periodically provided with information regarding safety arrangements on the premises. These systems are INSET day training, staff meetings, phase meetings, email distribution and an annual policy review completed by all staff where by signatures are collected from staff to ensure the receipt of information. Local health and safety advice is available from the School's independent Health & Safety Advisor, who can provide both general and specialist advice.

Staff will also be able to access H&S information, procedures and risk assessments via Teachers' Resources on the school IT system. Details of how to access this are available on the H&S noticeboard in the staff room and in the KS2 corridor. Staff who do not have IT access can view this information in hard copy in the school office.

The *Health and Safety Law* poster is displayed on the Health & Safety notice board in the KS2 corridor.

3.25 Risk Assessment

General risk assessment management will be co-ordinated by the Site Manager.

Risk assessments must be undertaken for all areas where a significant risk is identified or a possibility of such risk exists.

The trained risk assessor on site is the Site Manager, who will oversee the correct completion of risk assessments as appropriate. Risk assessments will be carried out by those staff with the appropriate knowledge and understanding in each area of work. All risk assessments will be countersigned by the Headteacher.

All risk assessments and associated control measures are to be approved by the Headteacher prior to implementation.

Completed risk assessments are listed in the Risk Register and will be reviewed periodically in accordance with each risk assessment's review date as listed for review in the premises bring-up diary system.

This process will be monitored by the School Business Manager, who is also a trained risk assessor, as part of

their monthly monitoring and by the Headteacher and H&S Governor as part of their termly monitoring.

3.26 Security

Arrangements regarding security are based on the Security and Lone Working Policy and premises security risk assessment which include emergency unlock routines.

3.27 Smoking

Smoking is not permitted on the premises. This includes e-cigarettes and vaping.

3.28 Stress & Wellbeing

St John's Gosport C of E Primary School is committed to promoting high levels of health and wellbeing and recognises the importance of identifying & reducing workplace stress.

Stress management, through an annual staff stress questionnaire and appropriate consultation with staff, will be periodically reviewed and acted upon.

On-site arrangements to monitor, consult and reduce stress situations include one-to-one meetings between employees and their line managers, team phase meetings, staff meetings, occupational health referrals and liaison between the School Business Manager and Educational Personnel Services.

Furthermore, St John's Gosport Primary School's site arrangements to monitor, consult and reduce stress situations are:

- Full biennial stress and well-being traffic light survey, analysed and measured by the school and Hampshire County Council Education Personnel Service
- Annual stress questionnaire
- Health and Well-being action plan reviewed and monitored by Governors throughout the year
- Ongoing improvements made to site environment, specifically staff areas
- New staff induction programme
- Free flu jab offered to all staff
- Open door policy for all staff
- All staff have access to the HCC Employee Support Line

3.29 Traffic Management

Arrangements regarding on-site traffic safety are based on the premises traffic risk assessment and are set out in the on-site traffic policy and procedures.

3.30 Training

Health and safety induction training will be provided and recorded for all new staff/volunteers in accordance with the New Staff Health & Safety Induction Checklist.

The Site Manager is responsible for ensuring that all staff/volunteers are provided with adequate information, instruction and training regarding their safety at work. A training needs analysis will be carried out from which a comprehensive health and safety training plan will be developed and maintained as part of the H&S diary to ensure health and safety training is effectively managed for all staff who require it.

All staff will be provided with following as a minimum training provision:

- Induction training regarding all the requirements of this health and safety policy
- Appropriate local training regarding risk assessments and safe working practices
- Updated training and information following any significant health and safety change
- Specific training commensurate to their own role and activities
- Periodic refresher training that will not exceed three yearly intervals
- Appropriate annual e-learning courses to meet HCC mandatory corporate training requirements. Annual refresher training can be done by hard copy, with the member of staff signing the hard copy record sheet providing the initial training has been completed electronically. Refresher training must be completed electronically every three years.

Training records are held by the Site Manager/ School Business Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all staff.

3.31 Violent Incidents

Violent, aggressive, threatening or intimidating behaviour towards staff, whether verbal, written, electronic or physical, will not be tolerated at St John's Gosport C of E Primary School.

Staff must report all such violent and aggressive incidents to ensure that there is an awareness of potential issues and/or injuries, and so as to enable incidents to be appropriately investigated so that reasonable actions may be taken to support those involved and reduce the risk of similar incidents occurring in the future. All incidents should be reported to the School Business Manager.

Violent and aggressive incidents are to be reported and recorded on the HCC Violent Incident reporting form online. Violent incident reporting is completely confidential.

3.32 Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety and fire safety information to enable them to act appropriately and safely in the event of an incident. All visitors are required to sign in using the electronic sign in system.

Visitors to the premises will be provided with a visitor's lanyard and the visitors key information leaflet. All visitors will be asked for identification on arrival.

3.33 Vulnerable Persons

Where there are vulnerable persons (young, pregnant, those with a disability, those with temporary or permanent medical conditions etc) working or visiting the premises, a risk assessment will be completed and appropriate procedures implemented to ensure their health, safety and welfare whilst on site.

3.34 Work at Height

At St John's Gosport Primary School general work at height will be undertaken in accordance with the on-site generic risk assessment for work at height which identifies general requirements and safe working practices. Specific or higher risk tasks will be carried out in accordance with a specific risk assessment for that task.

The competent person for work at height on the premises who has attended the Caretaker Support Service Ladder & Stepladder Safety half-day course is the Site Manager and they are authorised to:

- Use steps, stepladders in accordance with their training
- Provide step stool instruction to staff.
- Provide stepladder and steps instruction to staff using the Children's Services *Stepladder & StepsSafety* user training presentation
- Carry out periodic inspections of all on-site ladders, stepladders and podium steps
- Remove access equipment from use if defective or considered inappropriate for use

The Site Manager has also attended training in Mobile Aluminium Access Towers and is therefore authorised to use such equipment, which will be hired as required.

The Site Manager is not allowed to access the roof for any purpose as per the HCC H&S department directive. Any work that requires access to the roof must be completed by the term contractor.

The competent person for work at height and all other staff are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers and mobile elevated work platforms.

Work at height on the premises is only permitted to take place under the following conditions:

- Any work to be carried out at height must be underpinned by a risk assessment
- Access equipment selected for work at height must be as per the risk assessment
- Any staff working at height must be appropriately trained to use the access equipment
- Staff are not to improvise or use alternative access methods of their own choice
- Use of any furniture, including tables and chairs, is forbidden for any work at height
- Staff may only use step stools if they have received a local instructional training brief
- Staff may only use stepladders if they have received instruction from the ladder and stepladder competent person
- Any safety concerns about a work at height task must be raised prior to work starting
- Access equipment used on site such as stepladders must only be that provided and are never to be lent to, or borrowed from third parties or contractors
- Contractors working at height are to be appropriately supervised and must only use their own access equipment

3.35 Local Sun Protection

During, or in anticipation of, hot sunny weather precautions will be taken to minimise the risks associated with exposure to UV rays. Parents/guardians will be reminded of the need to ensure their child brings a sun hat into school. Water bottles are recommended for every child and drinking water is available from the cold taps in every classroom. Parents are asked to apply sun cream to their child before they arrive at school; staff are not allowed to apply sun cream to the children. During hot sunny weather children may have their exposure times restricted (by reducing outside break and lunch periods).

3.36 Open Toe Policy

To reduce the risk of injury to toes or feet (either by children or dropped items) staff are expected to wear sensible footwear. Sandals are permitted but need to have a back strap, minimal peep toes are allowed. Any kind of flip flop or open sandal without protection are not permitted.

3.37 Defect Reporting

All staff are responsible for reporting any damage or defect that they come across. This must be written into the Defect Report Book that is situated in a pocket in the school office. Any serious defect that needs immediate action must be reported to the Site Manager or in their absence the Business Manager.

3.38 H&S Diary Management

The H&S bring up diary is managed on a daily basis by the Site Manager. This will be reviewed periodically (at least once a term) by the Business Manager.

3.39 Transporting Pupils

School staff who use their own vehicles for transporting pupils must ensure that, as well as their vehicles being legal and roadworthy, they have the relevant business insurance necessary. They must supply copies of their licence and insurance to the School Business Manager on an annual basis. The School Business Manager will maintain a log of these details.

On occasions parents and volunteers may support with the task of transporting children to visits and off-site activities arranged by the school; this is in addition to any informal arrangements made directly between parents for after school clubs etc. In managing these arrangements, the school will put in place measures to ensure the safety and welfare of young people carried in parents' and volunteers' cars. This is based on guidance from the local authority and follows similar procedures for school staff using their cars on school business.

Where parents'/volunteers' cars are used on school activities the school will notify parents/volunteers of their responsibilities for the safety of pupils, to maintain suitable insurance cover and to ensure their vehicle is roadworthy.

APPENDICES

- A. Supporting Children with Medical Needs
- B. Child Protection Policy
- C. Emergency Evacuation Plan
- D. Fire Safety Manual
- E. Physical Intervention Policy
- F. Visitors to school information sheet
- G. Traffic Management Policy
- H. List of staff in key roles.